

ALTERNATE TWO SAMPLING WORKSHEET

The U.S. Department of Agriculture (USDA) regulations require that National School Lunch Program (NSLP) and School Breakfast Program (SBP) sponsors that collect and approve free and reduced-price meal applications must conduct verification by **November 15** of each year to confirm students' eligibility for free and reduced-price school meals. For procedures on conducting verification, refer to the USDA's [*Eligibility Manual for School Meals*](#).

The school food authority **must** complete all sections of this worksheet or an equivalent form, and maintain on file for audit purposes.

SECTION 1 – Procedures to select the required number of applications with **income** information to verify.

Number of newly approved applications on file on **October 1**:
(Include both income and categorical, but do **not** include students listed on the Direct Certification list, Head Start or students that are determined to be homeless or runaway.)

_____ multiply by .01 = _____ or 1,000 applications, whichever is less.
Round all decimals upward.

From the applications with income information, select applications with reported income within \$100 a month (\$1,200 a year) of the free and reduced price eligibility levels. Continue selecting applications until the required number of applications is chosen.

SECTION 2 – Procedures to select the required number of **categorically** eligible applications (but **not** directly certified) to verify.

Number of categorically eligible applications on file on **October 1**:

_____ multiply by .005 = _____ or 500 applications, whichever is less.
Round all decimals upward.

From the applications with a SNAP or TFA case number, select applications until the required number of applications is chosen.

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For more information, visit the CSDE's [Verification](#) Web page or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This worksheet is available in PDF at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/verification/alt2samp.pdf and Word at www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/verification/alt2samp.doc.